**SUBMITTAL COVER**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT #****XX** | | **SUBMITTAL #****XX-****XX** | |
| Title | XX | Date In | XX |
| Owner | XX | Subject | XX |
| **FROM SUBCONTRACTOR/SUPPLIER** | | **TO PROJECT SUBMITTAL REVIEWER** | |
| Company | XX | Company | XX |
| Contact | XX | Contact | XX |
| Address | XX | Address | XX |
|  | XX, XX XX |  | XX, XX XX |
| Phone | XX | Phone | XX |
| Fax | XX | Fax | XX |
| Email | XX | Email | XX |

Please coordinate all correspondence through Acme General Contractor, Inc. Project manager,

Project Manager: Phone: 972-226-4704 Fax: 972-226-6133 Email: Project Manager Email

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ITEM DESCRIPTION | QTY | | UNIT | MANUFACTURER/SUPPLIER | DUE BY | APPROVAL |
| XX | XX | |  | XX | XX |  |
| Reviewer Please Code Each Item:  NET=No Exceptions Taken MCN=Make Corrections noted  REJ=Rejected R&R=Revise & Resubmit | | | | | | |
| **GENERAL CONTRACTOR STAMP** | | **REVIEWER STAMP** | | | | |
| **XX** | |

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| Reviewing is only for General Compliance with the Contract Documents. This Does not relieve the Subcontractor of the Responsibility for Verifying all Dimensions, Complying with the Contract Documents, or for Errors on and/or Omissions from this Submittal. Quantities have not been Checked. |
|
| By: |